



PUBLIC AFFAIRS

ASSISTANT SECRETARY OF DEFENSE

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MEMORANDUM FOR DIRECTOR, ADMINISTRATION AND MANAGEMENT

SUBJECT: Request for Funds

I am requesting that you allocate \$5,500 dollars to cover outstanding FY 97 expenses related to Joint Civilian Orientation Conference 60 (JCOC 60). As you recall, JCOC is an annual event sponsored by the Secretary of Defense for 60 influential opinion leaders throughout the United States.

Most of the costs of the trip are borne by the participants themselves; however, this year we ran into an unprogrammed and unavoidable expenses which were not figured into the original cost computation. In our original negotiations with the Navy for its portion of the trip, we projected expenses based on initial estimates of hotel and other facilities in the Norfolk, VA, area. During our final advance visit, we found that the projected facilities could not provide the needed services according to the Navy's standards. New bookings were made but at a substantial cost increase. The result is that we have a net shortage of \$5,500 toward payment for photo processing -- the last bill to be paid.

In coordinating with the Office of the General Counsel, they have advised that certain recurring conference expenses should be borne by OSD. Among those expenses are costs related to photo processing and reproduction. We have been working this matter with (b)(6) of your Budget and Finance Office.

We are currently working with OGC concerning what JCOC costs can and should be passed on to the participants, and which costs must be borne by DoD. Next year's JCOC budget will reflect those factors.

Thank you for your assistance.

Clifford H. Bernath
Principal Deputy Assistant
Secretary of Defense for
Public Affairs